



Government Purchase Card Overview



Program Information

- **USCENTAF/A4-LGC Card Issuing Authority**
 - **We do all the up front work before deployment: getting training certificates, ordering cards, card receipt, card activation, and card issue**
 - **Once in the AOR approving officials/cardholders will go through the CAOC (MSgt Johnson) for any issues**
 - **SPL is \$200K/30 day limit \$500K**
 - **Cards will be sent directly to the deployed office**
 - **Cards will need to be activated before use**
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Making GPC Purchases

- **Cardholders should comply with procedures**
 - **Document all purchases in Access Online**
 - **Item listed as “UNKNOWN” is unacceptable**
 - **Auditor’s view: Keep Detailed Log**
 - **Maintain receipts for all purchases**
 - **Reconcile the log with receipts; Certify monthly status**
 - **Maintain GPC documents for 3 years to ensure that files are staged and stored correctly**
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Making GPC Purchases cont.

- **Ensure funds are available for all transactions**
 - **Pre-approval of purchases over \$25K is required**
 - *Call MSgt Johnson with amount and vendor name*
 - **Document files just as you would a P.O. (i.e. price reasonableness)**
 - **Keep in mind currency differences**
 - **May become a factor when reconciling statements**
 - **GPC purchases from U.S. vendors are TAX EXEMPT**
 - **Tax ID # is 84-9990000**
 - **Monitor invoices, bills regularly to ensure taxes not charged**
 - **Check with Local Embassy for Foreign Tax Exemption**
 - **Phone number on account is (803) 895-4370 use this number when placing orders or card will reject**
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Reconciliation

■ Review Transactions

- Compare Statement of Account to log and receipt
- Follow up on items billed but not received
- Follow up on items received but not billed
- Document follow up actions in the file
- Keep in mind currency fluctuations

■ CCO's match Access Online logs to statement

■ Alert AO of any problems. If no problems, certify monthly statement, and inform AO

■ DO NOT wait until the end of the billing cycle to load all of your purchases into Access Online



Approving Official

- **Cannot be a Cardholder in His/Her Own Account**
 - **Cannot be a AO for His/Her Immediate Supervisor**
 - **Ensures Limits are Not Exceeded by Cardholders**
 - **Span of Control**
 - **Currently, 1 AO is allowed only 7 active cardholders**
 - **Only site with exception is AUAB which has applied for a waiver due to office size and Red Horse presence**
 - **Other waiver applications will be sought**
 - **Ensure card reconciliation is complete within 15 calendar days**
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Approving Official cont.

■ Responsibilities

- Initial/Continuous Verification of Card Custody**
- Report Lost or Stolen Purchase Cards through the AOR PM (MSgt Johnson)**

Report (email) should include:

- PC Account number and Cardholder's Name**
 - Date and Place of Loss - Date Police Notified**
 - Date and Time Bank was notified**
 - Any Purchases Made on the Date of Loss of Card**
 - Any Other Pertinent Information**
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AO Reconciliation

■ Review Cardholder's Transactions

- Access Online userid and password will be issued once you arrive at your location

■ Verify Transactions Are:

- Appropriate
- Mission related
- IAW AFI 64-117

■ Certify The Monthly Invoice in a timely manner!

- Account will be locked if all accounts are not certified within 60 days
 - Accounts are only unlocked once a week unless we make a special request
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GPC



- **System is set up to flag suspicious accounts and odd purchases**
 - *Pinball machine from New Jersey*





Other

- **If using as a method of payment on BPA's or other contract vehicle, ensure that you don't have a specific GPC account cited**
 - **When you rotate, you will have to mod or vendor will not get paid**

 - **When making a purchase over the Internet, ensure that you leave the vendor a way to contact you besides calling USCENTAF**
 - **Contact the vendor with your e-mail and request that they contact you as needed via e-mail (if you don't have a commercial number)**
 - **If a vendor calls us, we spend time tracking down the who, what, when, and where and you and your customer lose time**
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Hidden Costs of 'Net Buying'

- **Airlift...more expensive than you think!**
 - **Also have problems of getting item delivered. If you don't involve TMO and execute the correct procedure, your item will end up in frustrated cargo and you will not receive it in a timely manner**
 - **Again, time is a factor. Take lead time into account.**
Time = Money

 - **Charter of a CCO is to utilize the local economy**
 - **Challenge the vendors; will help to establish a vendor base**
 - **Contact other sites for help**
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ACCOUNT PROBLEMS

- **If locked out of Access Online, card will not work, transactions declining, or any other usage problem call the bank first! 1-888-994-6722**
 - **Some Access Online issues may be a base network problem**

 - **If problem still persists or you have any other GPC related issues, contact the CAOC.**

 - **ENSURE THAT YOU INCLUDE YOUR ACCOUNT NUMBER WHEN EMAILING OR HAVE IT READY WHEN CALLING**
 - **If you don't, we'll have to ask and you will lose time.**
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Leaving AOR

- **DESTROY YOUR CARD!**
 - **Cut card up and dispose of properly**
 - **Previous rotation's accounts are deleted 90 days after a new rotation begins**
 - **If you think that a purchase isn't going to be delivered before you leave the AOR, DON'T USE YOUR GPC!**
 - **Give your replacement all the information on outstanding purchases**
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Let's Review

- Need monthly spending limit raised
- Need Single Purchase Limit raised
- Need Approving Official's monthly limit raised
- Pre-approval of purchase over \$25K

• CONTACT
CAOC

- Access Online Problem
- Card Decline
- Any other card mishap

• CALL US BANK
1-888-994-6722
• CONTACT CAOC

**• BE SURE TO HAVE YOUR ACCOUNT NUMBER
AND ALL RELEVANT INFORMATION BEFORE YOU CALL!**



QUESTIONS?

- **AOR GPC Program Manager (PM)**
 - **SMSgt Nanci Pigeon**
 - **DSN 312-965-4370;**
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- **CAOC GPC Manager**
 - **MSgt Richard Johnson**
 - **DSN 318-436-4114**